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MINUTES OF 2nd CAREER SERVICE COMMITTEE MEETING

1 October - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel, Chairman
Matthew Baird - Director of Training

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 DAD/NE
C/OPS/OSO
- Executive Secretary

1. The minutes of the 1st Meeting were approved as distributed.
2. There was discussion of the "Summaries and Selected Comments of the Assistant Directors on the 7 August Program...", that had been distributed to the members of the Committee. It was pointed out that the purpose of preparing the Summaries was to provide the Committee members with reference material as well as to provide such Working Groups as might be established with the opinions and comments of the several Offices. It was recognized that there is danger in quoting comments out of context. However, the original comments are filed and readily accessible to anyone who has a legitimate reason for reviewing them. The Executive Secretary was instructed to continue the preparation of the remaining Summaries.

3. The Committee took up the Agenda for the meeting.

- a. Problem 1. To prepare for signature of the DCI an unclassified statement of principles.


After brief discussion, the Committee directed the Executive Secretary to prepare a draft of the proposed statement for the consideration of the Committee.

- b. Problem 2. To dissect the 7 August "Program...." into elements of manageable proportions.

The Committee agreed to consider two separate, though related, programs, namely: the Trainee Program, and the Career Service Program. The Committee also recognized that the establishment of a Career Corps, as such, had been disapproved by the DCI.

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c. Problem 3. To establish a Trainee Program and Trainee Working Group.

It was pointed out that the Trainee Program was already a going concern; that the location, selection, recruitment, training, and placement of trainees according to the 7 August "Program...." was well under way; that of the first class of nineteen trainees, sixteen had been recently graduated and fourteen immediately placed. It was also pointed out that the four Offices recommended for membership on the Trainee Working Group were already cooperating in the Trainee Program. However, the Committee decided to establish such a Trainee Working Group. Since the Committee was concerned with the entire 7 August "Program....", of which the Trainee Program is an important part, the Committee desired to be informed in greater detail concerning the progress and procedures of the Trainee Program.

d. Problem 4. To establish a Career Service Program and four supporting Working Groups.

There was considerable discussion of the 2 years' service requirement in the proposed Selection Criteria. The problem was accordingly restated to read, "to appraise, identify and select employees for participation in this Program". It was directed that the Working Group to be established develop the argument pro and con respecting 2 years' service. There were distributed to the members of the Committee two additional documents relating to selection for participation in the Career Service:

- (1) Draft by General Counsel of a proposed declaration by an employee signifying his desire to be considered for appointment in the Career Service.
- (2) An alternate method and procedures for selecting and managing a Career Service.

4. The Committee directed the Executive Secretary to organize the four Working Groups subject to the following considerations:

a. Employee Rating Group - prior to the formation of this Working Group, the Executive Secretary would arrange a conference for the Chairman of the Committee with General Counsel and the Director of Personnel respecting the possible legal requirement that CIA get clearance from the Civil Service Commission for the use of CIA's proposed rating forms or systems.

It was decided that the Office of Training be added to the representatives of this Working Group when organized.

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b. General - the Executive Secretary would inform the several Assistant Directors of the decisions of the Committee respecting the various working groups and ask the Assistant Directors to appoint their representatives. These representatives will in turn select their own Chairman, rules and procedures. The Executive Secretary would provide each Working Group with directives and a statement of its mission and with the necessary material, data and appropriate reports. The Working Group will be expected to make concise and specific recommendations to the Career Service Committee on the subject matter within its purview.

5. It was agreed that the next meeting of the Committee would be held on Monday, 8 October 1951, at 4:00 P.M., in Room 115, North Building.

6. The Committee adjourned at 5:30 P.M.

[Redacted Signature]

Executive Secretary

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